

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section Retirement Party Policy

I. Purpose

In order to honor retiring employees and yet be fiscally responsible, Northwest Missouri State University has adopted the following policy regarding retirement receptions for professional staff, support staff and administrators.

II. Policy

Upon approval of the retiree's department head, departments/units may spend up to, but not over, \$400 of departmental funds for the purpose of a retirement reception/function and any costs associated with the reception/function. Any amounts above \$400 will then become the responsibility of the retiree or his/her colleagues.

Costs include food, beverages, invitations, printing, postage and any other expenditure associated with the function. On the rare occasion when more than one department participates in a reception for an individual, the total cost should not exceed \$400.

NOTE: The above policy pertains to professional staff, support staff and administrators. Faculty retirement receptions fall under the direction of the Provost's Office. This policy was adopted by the President's Cabinet on January 17, 2002 and is in effect immediately. Thanks for your adherence to this policy and for your cooperation.